

**BY ORDER OF THE COMMANDER  
AIR FORCE OPERATIONAL TEST AND  
EVALUATION CENTER (AFOTEC)**

**AFOTEC INSTRUCTION 36-1**

**24 JULY 2012**



**Personnel**

**PLANNING AND EXECUTION OF AFOTEC  
SPECIAL EVENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col James K. Eck)

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This instruction establishes policy, procedures, and responsibilities regarding assignment for AFOTEC Special Events to directorate and staff offices of primary responsibility (OPR). It sets forth criteria and implementation procedures for the AFOTEC Special Events program. It applies to Headquarters AFOTEC. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847's from the field through command publications and forms managers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

**SUMMARY OF CHANGES**

It incorporates organizational changes resulting from the restructuring of AFOTEC headquarters and a change to the events conducted. The OPR groupings (paragraph 4.) were realigned to better organize groups by personnel assigned and the assigned activities schedule will be posted prior to the new calendar year, instead of being included in this document. In addition, the Unit Advisory Council (UAC) fundraising activities and guidelines will be published internal to the UAC.

**1. Purpose.** This instruction establishes and governs the AFOTEC Special Events program outlining responsibilities and procedures for administering the program.

**2. Events.**

2.1. There are four events that have been identified by the AFOTEC Commander as important to the morale, welfare and esprit de corps of AFOTEC personnel and therefore, are conducted on an annual basis. These events must be in good taste and must be compatible with Air Force customs and courtesies; the code of conduct; and all federal, state and local laws. In order to provide adequate planning for these events, a group of AFOTEC directorates or units will be assigned one event per year to organize and accomplish on behalf of AFOTEC. The schedule of events with the assigned OPR groups will be posted prior to the beginning of the new calendar year. The events and recommended month(s) of implementation) are listed below:

2.1.1. Annual Awards Banquet (February/March)

2.1.2. Family Picnic (June/July/August)

2.1.3. Holiday Party (December)

2.1.4. Commander's Reception commencing Semi-Annual Senior Leaders Conference (Spring/Fall)

2.2. The AFOTEC Commander has the authority to revise the above list at anytime during the calendar year based on mission requirements.

**3. Program Responsibilities.** The AFOTEC Commander or Vice Commander is the approving authority for the AFOTEC Special Events program. The following offices and organizations have specific responsibilities to support and administer the AFOTEC Special Events program.

**3.1. AFOTEC Support.**

3.1.1. Protocol will monitor and provide oversight to AFOTEC Special Events planning and acts as advisor to event committees.

3.1.1.1. Protocol will maintain a common calendar and will be the primary scheduling source for all AFOTEC Special Events.

3.1.1.2. Protocol will coordinate with the OPR group to identify an event point of contact (POC) and determine the date of the event based on schedules, location availability and mission requirements, at least two to three months prior to the event.

3.1.1.3. Protocol will coordinate with the Communications and Information Directorate and committee members to provide appropriate SharePoint publicity for AFOTEC Special Events.

3.1.2. The Commander's Executive Staff will coordinate with the event POC to ensure proper recognition for various committees, volunteers and community contributors.

3.1.3. Public Affairs will assist with coordination of base publicity support for specific AFOTEC Special Events as required.

3.1.4. AFOTEC Multi-Media will:

3.1.4.1. Provide support to AFOTEC Special Events as specific to each event, i.e. publicity posters, programs, banners and web page.

3.1.4.2. Provide support to AFOTEC Special Events as required, i.e., preparation of slideshows, videos and technical support as required per event.

3.1.5. AFOTEC Legal Counsel will act as legal advisor to events committees and advise the AFOTEC Special Events program as appropriate.

3.1.6. Equipment, supplies, decorations and any other miscellaneous items purchased for the AFOTEC Special Events program will be stored in the AFOTEC warehouse.

### **3.2. AFOTEC OPR.**

3.2.1. The OPR group will be held responsible for the primary planning and execution of the event, including logistics, publicity, entertainment, and budget. Representatives from other directorates and staff within AFOTEC are highly encouraged to act as committee members and volunteers, in order to maintain a broad base of support and participation.

3.2.2. The OPR group will select a unit member to be the POC and organizer of the event committee. The POC will establish committee leads; conduct regular committee meetings and overall execution of the event, ensuring compliance with established policies and regulations.

3.2.3. Protocol will coordinate with the event POC to ensure the AFOTEC Commander is briefed in a timely manner to allow for feedback in event planning.

## **4. OPR Assigned Groupings.**

4.1. The following OPR groupings are based upon the current personnel authorizations:

### **4.1.1. Group 1:**

4.1.1.1. A-1: Manpower, Personnel and Training Directorate

4.1.1.2. A-5/8: Plans and Programs Directorate

### **4.1.2. Group 2:**

4.1.2.1. A-2/9: Intelligence, Analyses, Assessments and Lessons Learned Directorate

4.1.2.2. A-4/7: Logistics, Installations and Mission Support Directorate

### **4.1.3. Group 3:**

4.1.3.1. A-3: Operations Directorate

4.1.3.2. A-6: Communications and Information Directorate

### **4.1.4. Group 4:**

4.1.4.1. Command Advisors: (CA/LC/PA/SE/HO/SB)

4.1.4.2. Command Support: (CCE/CCJ/CCM/CCP/CCX/CVI, CVO)

**\*NOTE:** Group 4 will provide personnel and committee support to each event rather than assume the lead responsibility for one event.

4.2. When multiple organizations are listed, both organizations will assume joint responsibility for organizing the event. They should coordinate between themselves to identify a primary POC (committee lead).

**5. Financial Support/Funding.** The AFOTEC Special Events program is primarily funded through ticket sales and financial assistance from the UAC, which prepares an annual budget allocating funds for each activity/event.

5.1. Guidelines and schedules on fundraising activities will be published internal to the UAC.

**6. Scheduling Conflicts.**

6.1. The dates for the Air Force Assistance Fund (AFAF) and Combined Federal Campaign (CFC) activities will take precedence over AFOTEC Special Events.

DAVID J. EICHHORN  
Major General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References**Adopted Forms:*

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**A-1**—Manpower and Personnel Directorate

**A-2/9**—Intelligence, Analyses, Assessments and Lessons Learned Directorate

**A-3**—Operations Directorate

**A-4/7**—Logistics, Installations and Mission Support Directorate

**A-5/8**—Plans and Programs Directorate

**A-6**—Communications and Information Directorate

**AFAF**—Air Force Assistance Fund

**AFOTEC**—Air Force Operational and Test and Evaluation Center

**CC**—Command Advisors and Command Support (CCJ/CCE/CCP/CCX/CCM/CVI)

**CFC**—Combined Federal Campaign

**HO**—History Office

**LC**—Legal Counsel

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**POC**—Point of Contact

**SB**—Small Business

**SE**—Safety

**UAC**—Unit Advisory Council

*Terms*

**Current Personnel Authorizations**— Number of assigned personnel to specific directorates or units